



# PERSonnel UPDATES

The Newsletter for Authorized Agents & Personnel/Payroll Officers

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### Events & Mailings

#### Annual Enrollment Season – 2009 Plan Year

The NDPERS Annual Enrollment Season will run from Monday, October 20 through Friday, November 7, 2008. A postcard announcing the enrollment season will be mailed to all eligible employees the week of October 13<sup>th</sup> and will direct them to the NDPERS website or their payroll office for enrollment information.

Annual enrollment gives employees the opportunity to:

- ✓ Enroll in the NDPERS FlexComp plan for 2009
- ✓ Enroll for insurance coverage in plans for which they are eligible but are not currently participating
- ✓ Add dependents
- ✓ Increase coverage levels

The “**NDPERS Annual Enrollment Guide**” will be available on Monday, October 20, 2008 from the NDPERS website at [www.nd.gov/ndpers](http://www.nd.gov/ndpers). This convenient guide is your reference for information regarding enrollment, filing requirements and procedures. It also contains instructions for processing open enrollment applications using the PeopleSoft Benefits Administration system.

#### 2008 NDPERS Wellness Forum

The NDPERS Wellness Forum has been scheduled! Please mark your calendars for Wednesday, November 19, 2008. We will have the Wellness Forum in Bismarck at the Heritage Center Auditorium. The forum is tentatively scheduled to be from 8:00 a.m. to 4:30 p.m. The Wellness Forum is designed for all Wellness Coordinators who are

responsible for creating the wellness programming for their agencies. For those employers that participate in the health plan who are not currently participating in the wellness program, the forum is an opportunity to learn more about the program to consider participation for the July 1, 2009-June 30, 2010 plan year. This year's forum will feature break-out sessions to promote the exchange of information between resources and employers regarding programs being administered and their successes.

The forum will be web cast for those who cannot make the trip to Bismarck. However, only those present at the Wellness Forum in the Heritage Center will receive any items from the vendors that are scheduled to speak. The agenda will be posted on the website prior to the Forum. All slides and other materials will be available on the website after the Wellness Forum. The web cast will also be archived and available for viewing shortly after the forum.

Remember that in order to receive the 1% premium discount, your agency's wellness coordinator will either need to view the forum or view it online.

#### New Service Available on NDPERS Website

NDPERS has added two new videos to its web site to assist you when explaining or responding to inquiries from your staff about the Defined Benefit Retirement Plan and the Deferred Compensation Plan.

The [Defined Benefit Retirement Plan presentation](#) covers topics such as eligibility, contribution allocation, Portability Enhancement Provision (PEP), purchasing service credit and benefits at termination.

When viewing the [Deferred Compensation Plan presentation](#) you will learn about the enrollment process, annual deferral limits, catch-up provisions, rollover purchases and account distributions.

These videos are provided for you to use as a tool for new employee orientation or for you staff to view when they have questions about their benefits. The videos are set up with a pause and replay feature that allows members the opportunity to view the presentations at their convenience.

To access the videos, go to the [Benefits Explanations](#) page.

### **Dental Insurance Rate Increase**

At its June meeting, the NDPERS Board approved the renewal of the group dental contract with CIGNA. The proposal is for a 9% across the board increase over the current premium rates. This increase is the result of high utilization of services and the effects of inflation. The following monthly premiums will apply January 1, 2009 through December 31, 2009:

Level of Coverage	Active Premium	COBRA Premium
Individual	\$35.10	\$35.80
Individual & Spouse	\$67.76	\$69.12
Individual & Child(ren)	\$78.64	\$80.21
Family (employee, spouse, child(ren))	\$111.30	\$113.53

## **Important Updates**

### **When Preparing W-2 Forms**

If the employee is participating in the NDPERS Retirement Plan, check the "Retirement Plan" box in box 13 on the W-2 form. The NDPERS Retirement Plan is a qualified plan as described in section 401(a).

If the employee is participating in the NDPERS 457 Deferred Compensation Plan, use "Code G" in box 12 on the W-2 form.

If you have questions, call Jim at (701) 328-3945.

### **Requirements for Participation in the Defined Benefit Plan for Elected & Appointed Officials**

As many of our employers have newly elected, re-elected and appointed officials filling positions effective in December or January, the [Memorandum](#) is available as a reminder regarding eligibility for participation in the Defined Benefit Plan.

If you are unable to view this memorandum on the website, please contact Rebecca Fricke at (701) 328-3978 to request that a hard copy be mailed to you.

### **Termination of Employment**

To be eligible for benefits, a member must terminate employment. "Termination of employment" means a severance of employment by not being on the payroll of a covered employer for a minimum of one month (31 days). This period is determined by counting 31 days from the member's final regular payroll payment to the date they begin actual employment (first day of work) with a new NDPERS participating employer.

Approved leave of absence does not constitute termination of employment.

A return to work agreement between employee and employer that is made prior to retirement may not constitute a bona fide termination of employment and an individual may not be eligible for retirement benefits. In situations such as this, it is recommended that the employer contact NDPERS for guidance.

## **Revised Materials**

### **The FlexComp Program Administered by NDPERS – State Agencies and Participating District Health Units (Excludes the University System and Political Subdivisions)**

[FlexComp Change in Status SFN 53511 \(9-08\)](#) has been revised. The following are new administrative procedures for agency payroll/human resource staff. Employees will be instructed to return the form to their agency's payroll/human resource department. Payroll personnel will review the form and return to

employee if incorrect or incomplete. Sign and date Part F of form - Payroll/Human Resource Staff Use Only. **Keep a copy for your records.** Return original to NDPERS. Upon receipt of the form, the NDPERS FlexComp Coordinator will review the change in status request and send the agency payroll/human resource department and employee notification indicating request is either approved or not approved. **Important – Agency Payroll/Human Resource Staff - Do not set up record or pre-tax deductions until you receive notification from NDPERS FlexComp Coordinator indicating request is either approved or not approved.**

Employees must complete:

**Part A** - Participant Information. Complete in its entirety. The employee's social security number is required on this form.

**Part B** - Change in Status Event. Check all that apply and list the date event occurred.

**Part C** – Consistency of Change in Status Event. Employees should explain why the request is necessary or appropriate based on the change in status event(s) checked.

**Part D** – What Are You Changing? Employees should provide the information requested and list the new pledge amount.

**Part E** – Signature of Applicant. Sign and date the form. Return form to their agency's payroll/human resource department. Keep a copy for their records.

### **Revised NDPERS Kits**

The following NDPERS Kits have been updated. Please utilize these updated versions as needed.

- ❖ [New Hire Kit](#)
- ❖ [Retirement Kit](#)
- ❖ [Refund/Rollover Kit](#)
- ❖ [Deferred Retirement Kit](#)
- ❖ [Disability Kit](#)
- ❖ [Notice of Transfer Kit](#)

### **NDPERS Employer Guide**

Employer related information and the Employer Guide are available on the NDPERS website at

[www.nd.gov/ndpers](http://www.nd.gov/ndpers) as a reference source for you to use in the administration of NDPERS plans. These items can be found under the Employer Information - Program Administration option. We encourage you to reference this online guide for the latest version of forms and procedures for all PERS benefits.

## Board Meeting Highlights

Complete [meeting minutes](#) are available.

### July 19, 2008

- Reviewed proposed legislation for 2009 session.
- Directed an asset allocation study be conducted on the Retiree Health Credit Fund and the Job Service Retirement Plan.
- Discussed the Group Health Plan renewal process.
- Approved the dental renewal with Cigna Dental.

### August 26, 2008

- Discussed the Group Health Plan renewal.
- Were provided with an update on the PERSLink project status.
- Received an update on the current plan year wellness program renewal.

*Look forward to receiving via email your next edition of the PERSonnel Updates @ January 15, 2009.*

*This newsletter is intended to provide general information and may not be considered to be a legal interpretation of law. Statements contained in this newsletter do not supersede the North Dakota Century Code or Administrative Code or restrict the authority granted to the Retirement Board. This information is subject both to changes made by the legislature and rules and regulations established by the Board of the North Dakota Public Employees Retirement System.*

